

U.S. Department of State
Bureau of Educational and Cultural Affairs

OFFICE OF EXCHANGE COORDINATION AND DESIGNATION

EARLY TERMINATION NOTICE

Department regulations require that sponsors report to the Department of State when a participant has withdrawn from or completed a program 30 or more days prior to the ending date on his or her DS-2019 Form, or when a participant has been terminated from his or her program [22 CFR 62.13(c)(1-2)]. Although there are no specific time frames for this reporting requirement, it is reasonable to expect that the Department receive such reports within 30 days of the termination. The information may be either **faxed [(202) 401-9809]** or mailed to the attention of the officer administering the relevant program category. Multiple early termination notices may be placed in one envelope and need *not* be certified. Our office address is:

U.S. Department of State
Office of Exchange Coordination and Designation
ECA/EC/ECD - SA-44, Room 734
301 4th Street, S.W.
Washington, D.C. 20547

The following data will assist the Department to enter the necessary information into your program record of our database.

PROGRAM Number: _____

Participant's DS-2019 Form Serial Number: _____

Participant's Name: _____

Participant's Date and Place of Birth: _____

Participant's Country of Nationality: _____

Last Known US Address: _____

Date of Departure from the US _____ - OR - Participant is still in the US _____

Please describe briefly the reason for Withdrawal/Termination:
